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横須賀基地空席広報		広報番号: Announcement No.	FISC-3-04	
VACANCY ANNOUNCEMENT		<b>募集締切日:</b> Closing Date	20 Jan 04	
			発行日: Date of Issue	6 Jan 04
1.職種名 Job title (等級 Grade _6 /語学等級 LAD _3 )			4.募集範囲 Area of Consideration  図 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity 図現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance □ 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide □ 外部 Off Base Applicant  5.雇用の種類 Type of Employment 図 MLC □ IHA □ HPT 図 常用 Permanent □ 限定 Limited Term (カ月 Months )	
勤務時間・休憩 Work Hours/Recess Period: 0800-1645 / 1200-1245 □ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel  6.職務内容 Duties				
See attached.				
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work OR Master's Degree in a related field. b. Knowledge of supply and purchase work procedures using supply system such as MRMS and UDAPS, and government purchase card. c. Knowledge of supply items required by ship repair work and their uses. d. Knowledge of work procedures and materials used for ship repair and alterations operations. e. Skill in operating personal computer such as Microsoft Word, Excel and Access. f. Ability to plan and coordinate supply work to support ship repair. g. Ability to coordinate with SRF shops/codes, and outside commands. h. Ability to speak, read and write English at fluent proficiency level (LAD-3). i. Ability to speak, read and write Japanese at native language level. *An applicant who does not fully meet the qualification requirements stated above may be hired at grade 1-5 level as below. a. One year of clerical or administrative work experience equivalent at 1-4 level. *A handicapped applicant may be accepted, depending on the degree and kind of disability.  英語力 English Language Proficiency: □必要なしNone □初級 Basic □中級 Intermediate ☑上級 Advanced □特段の能力 Exceptional  学歷 Educational Background: N/A  免許証/修了証 License/Certificate Required: N/A				
				B## 3友 44 公口
8.提出するもの Application and Associated Documents  *② 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil  *② 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil  *の記入は Complete * in □ 日本語で Japanese ② 英語で English □ どちらでも Either ② 英語の能力を証明するもの(写し)Anything to certify English Proficiency (Copy). ② 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12 cm x 23.5 cm) 12 cm x 23.5 cm envelope with applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)				
問い合せ先 for Job Inquiries	提出先(	Office to Submit		事務処理欄 For Official Use
・担当部署/担当者名 POC FISC Code 42 Hiroko Asakura/Atsuko Ueno	〒238-0001 神奈川県横須賀市泊町 1 番地PD No.: FISC-502.1-005I banchi Tomari-cho, YokosukaPD is accurate and current.米海軍横須賀基地統合人事部雇用課 (HRO)Cortified by Activity to be			

**2**8046-816-8153 (DSN 243-8153) 応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed. 提出された応募書類はお返ししません Submitted applications will not be returned.

**2**046-816-8467/9823

(DSN 243-8467/9823)

COMNAVFJORJAPAN, Human Resources Office Yokosuka

(HRO), MLC/IHA Employment Office (Code 511A)

Certified by Activity: ha

HRO at 1/6so1/6

## **TASK LIST**

Performs work involved in the conduct of research, development, and dissemination of specialized information regarding identification, classification, utilization (including interchangeability), operation. Included under this job title are workers involved in performance of staff services of technical nature, such as identifying and classifying unidentified material in stock; determining and/or recommending repairability, interchangeability, substitution, or disposition of material; interpreting supply documents when descriptions furnished are inadequate to affect issue or disposition of material; assisting personnel of the activity in the solution of supply problems by furnishing expert advice concerning technical materials.

Performs other related or incidental duties as assigned.